

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2200

Information Management and Information Technology Operations

2200-REM

Anadarko Real Estate Module (REM): a dbase V file format (DOS), is used for transaction processing and land management. The individual modules contained in REM are targeted at reducing the most labor intensive tasks performed at field level. These are issuance of conveyance documents, grants of easements for rights-of-way, and agricultural leases, development of payment schedules contracts, issuance of 90 day notices, and report generation.

REM was first implemented in the early 1990's and ran on standalone personal computers (PCs) at each agency/field office. Over the years, the platform has been upgraded and currently operates on both Local Area Networks (LANs) and standalone PCs. Because the REM operates at the local level, the data stored at those locations only pertains to that location. The data is not propagated to or commingled at the regional level. This system is resident on a LAN at several BIA locations or a standalone PC at Tribal locations.

This system contains information about Indian individuals (account numbers, names, addresses) and the trust/restricted land(s) they hold an interest (property legal descriptions, ownership interests). It also contains information about lessees. The primary keys are tract number, account number, and lease number.

REM includes the following modules: easements, deeds, lease development, lease distribution, lease management, 90 day notices. The Agency/IIM Address and Lease Development Modules include landowner and lessee names and addresses.

A. Source Records/Inputs

1. Source Records (Paper): The inputs to the system include: land tract and ownership information; leases (renewal, approval, modifying, amending, cancellation/expiration, compliance, rental rates, and landowner stipulations); permits; bonds; consent of land owners; lease advertisements; payment documentation; and names and addresses of current lessees. Collection and payment documents and data, such as bills for collection, money orders from lessees, and journal vouchers, are acquired from such sources as the lessees through BIA offices. Other inputs of consist of tract and owner of land information from such sources as probates, deeds, and other such instruments of conveyance.

Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)

2. Source Records (Electronic): Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

Disposition Instructions: TEMPORARY. Delete after information has been transferred to the master file and verified. Subject to Multiple Record Freezes and/or Litigation holds.

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B. Master Data Files

The master data files contain information on leases identified by lease number, tract (legal description – section, township, range and tract identification number), and ownership, rental rates, dates, lessor and lessee information, addresses, and land types (tribal lands, individual Indian land allotments).

Disposition Instructions: PERMANENT. Create duplicate copy of records off-line and physically transfer to the National Archives upon approval of this schedule in accordance with NARA instructions and guidance. Subsequent legal transfer of the records will be as jointly agreed to between DOI and NARA, in accordance with regulations currently cited in 36 CFR 1228.270. **(N1-075-05-2)**

C. System Generated Documents/Outputs

1. System Generated Documents in Case Files: Case files specific queries, sorts, reports, tables, and related records and data compilation reports (e.g., management reports and plans) that are created for case files, studies, inquiries, inspections, and related program files.

Disposition Instructions: Apply disposition instructions approved for paper and microfilm records. (Reference Indian Affairs Records Schedule record series for specific program records)

2. System Generated Documents organized by Program, Regional, Agency or Field Offices: Data compilation reports (e.g. management reports and plans) that are not case file specific and generated bi-weekly, monthly, quarterly, and annually. These reports can not be easily separated and filed in case specific files. **(N1-075-05-2)**

Disposition Instructions: PERMANENT. Printed Report Files. File by System Report Name, Program, Region, Agency or Field Office, Job Run Date and Fiscal Year. Cut off at the end of the fiscal year. Maintain in office of record for a maximum of 2 years after cut off or when no longer needed for current business operations; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of Interior and the National Archives and Records Administration.

3. Data Verification Reports or Screen Prints, Data Verification – Non case/subject file specific screen prints, test reports, data validation reports and system diagnostics.

a. Electronic files or records created solely to test systems performance, as well as hard-copy printouts and related documentation for the electronic files/records. **(GRS-20/1a)**

Disposition Instructions: TEMPORARY. Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

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b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records. **(GRS-20/1b)**

Disposition Instructions: TEMPORARY. Delete after information has been transferred to the master file and verified.

c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use. **(GRS-20/1c)**

Disposition Instructions: TEMPORARY. Delete/Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

d. Records create and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to: Data and detailed reports on implementation of systems, applications, and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management. **(GRS-24/3b1)**

Disposition Instructions: TEMPORARY. Destroy/delete 1 year after termination of system.

D. Documentation

1. System Data specifications, file specifications, code books, record layouts, user guides, output specifications, final reports, regardless of medium, relating to a master file or database. **(N1-075-05-2)**

Disposition Instructions: PERMANENT. Transfer to the National Archives with Master Data file as identified above.

2. Copies of Records relating to system security, including records documenting periodic audits or reviews and re-certification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No. A-130. **(GRS-20/11b)**

Disposition Instructions: TEMPORARY. Destroy or delete when superseded or obsolete.

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E. Backups/Vital Record Backups

Backups are intended for making a copy of computer files for use if the original is lost, damaged or destroyed. The Backup process includes copying recorded information from internal storage to an external storage medium, such as magnetic tape, cartridges, CDs, and Optical disk. The Disposition of Backups is Temporary because they are intended to restore a system in case of failure. Backups do not meet NARA requirements for long term retention or preservation of permanent data. **(GRS-20/8a)**

Disposition Instructions: TEMPORARY. File identical to records scheduled for transfer to the National Archives: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.